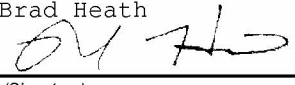


EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-03			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name NPDES Nutrient Training			
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 01/01/2017 To 02/28/2017					
Comments: This work assignment shall not commence until January 1, 2017.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:			LOE:				
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Danielle Stephan						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-0759			
						FAX Number:			
Project Officer Name Robin Danesi						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-1846			
						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:			
						FAX Number:			
Contracting Official Name Brad Heath						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>12/31/2016 (Date)</div> </div>						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-03**

TITLE: Support for NPDES permit writers Online training on Nutrient Pollution

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Danielle Stephan
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Office of Wastewater Management Water Permits Division (4203M)
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Email: stephan.danielle@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):

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PERIOD OF PERFORMANCE: January 1, 2017 to February 28, 2017

BACKGROUND

Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. To effectively implement the NPDES program, WPD develops national regulations, policies, and guidance, and supports the Environmental Protection Agency (EPA), Regions, Tribes, and States. WPD also provides technical support to the regulated community in assuring compliance with the Clean Water Act (and other statutes as they relate to the NPDES program). Development and implementation of training, guidance and outreach/communication tools are essential activities conducted by WPD to ensure the NPDES program effectively and efficiently achieves programmatic goals and protects water quality.

Nutrient pollution consists of excess contributions of nitrogen and phosphorus to the Nation's surface waters and has consistently ranked as one of the top causes of degradation in U.S. waters for more than a decade. Excess nitrogen and phosphorus lead to significant water quality problems including harmful

algal blooms, hypoxia and declines in wildlife and wildlife habitat; as recently seen in places like the Gulf of Mexico and Chesapeake Bay.

Current approaches developed to address permitting for toxic pollutants do not fully address the issues associated with developing nutrient permit limits that protect water quality standards. Many water bodies do not have numeric criteria for nutrients. The effects of nutrient pollution are widespread and the sources are from both, point and non-point sources. Permitting authorities are often faced with a daunting task of protecting water quality, especially on impaired waters where no TMDL has been developed. To assist permit writers in determining how to develop permit limits for nutrient pollutants under such conditions, EPA is developing an online training targeted to NPDES permit writers and the decisions they have to make when permitting for nutrient pollution.

OBJECTIVE

The objective of this work assignment is to provide technical support to EPA in its continued efforts to develop training materials, case studies and outreach/communication activities as they relate to nutrient criteria implementation. The target audience is NPDES permit writers and other key NPDES program stakeholders, such as regulated point source dischargers.

As outlined above, technical support will include the development of case studies and supporting training materials that promote implementation of nutrient criteria, building off of current permitting guidance's including but not limited to, the Technical Support Document for Water Quality-based Toxics Control (1991), the U.S. EPA NPDES Permit Writers' Manual, Watershed-based NPDES Permitting Technical Guide, and Water Quality Trading Toolkit for Permit Writers. Technical support will also include the creation of materials that will be used to train state and EPA NPDES permit writers and a related document that may serve as a resource for permit writers and other stakeholders. Lastly, support will also entail assisting EPA in informing, educating, and involving key NPDES program stakeholders and permit writers on issues affecting implementation of the NPDES program as it pertains to nutrient pollution.

TASKS

Task 1: Support the Development of Training Materials

The contractor shall provide technical and administrative support for the development and review of 1 online training.

The contractor shall continue to edit materials developed under EPA CONTRACT NO. EP-C-11-009 Work Assignment 5-03 for an online training.

The contractor has already moved training materials into an online media using the "Storyline" (or comparable software) presentation development software and delivered part of all of the training modules to the EPA WACOR via an EPA internal only (not live) intra-agency link or site for selected EPA HQ staff and the contractor to *Beta test* the draft final on-line EPA HQ NPDES Nutrients on-line course prior

to it being posted “live.” The EPA WACOR working closely with the contractor will review the feedback from the Beta testing trials and revise and finalize the on-line Nutrients course, as necessary, for possible concept refinements for better viewer understanding, errors in the visual or narration presentations, pacing or clarity of the presentations and/or how well the automated toggles or other course exercise features work including the certificate generation. The contractor shall keep track of all comments and how they are resolved.

The contractor shall draft a fact sheet to announce the EPA NPDES Nutrients on-line course for use with the EPA’s communication strategy, public announcement releases (EPA Regions, states, stakeholders, EPA briefings and public meetings or workshops), and possible posting on EPA’s NPDES website with links to the on-line course.

	Deliverable	Due by
1	Final Draft slides for beta testing	Within 15 days of EPA WACOR Technical direction
2	Summary of comments received during beta test with how each was resolved	Within 15 days of EPA WACOR Technical direction
3	Final slide with narration ready for posting on EPA website (incl. any necessary 508 compliance considerations)	Within 15 day of EPA technical direction
4	Factsheet announcement for nutrient online training course	Within 14 days of technical direction

ESTIMATED LEVEL OF EFFORT:

EPA estimates the additional level of effort ordered in this Statement of Work is 450 hours.

REPORTING:

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the EPA WACOR to advise the WACOR of progress and problems. All documents shall be delivered in a format compatible with Microsoft Office 2013, HTML, and/or PDF format, as requested by the EPA WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR’s prior written authorization. Wherever practicable, any written materials submitted to EPA must be doubled-sided and on recycled paper. Any computer disks submitted to the EPA WACOR shall be scanned for and identified as free from viruses.

ANTICIPATED TRAVEL REQUIREMENTS:

This work assignment may require some limited local travel may be necessary to attend meetings with the EPA WACOR.

ADDITIONAL REQUIREMENTS:

Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task. The contractor shall contact the EPA Contract-Level Contracting Officer's Representative (CL-COR) and/or WACOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the EPA CL-COR and the WACOR.

CONTRACTOR IDENTIFICATION:

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS:

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks this work assignment.

Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the Project Officer and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Project Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. Subcontractors and consultants must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

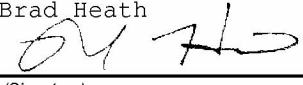
All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data

without the written direction of the WACOR.

Conference/Meeting Guideline and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Work Assignment Form. (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-05			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6		Title of Work Assignment/SF Site Name Wet Weather Pollution Control					
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 01/01/2017 To 02/28/2017					
Comments: This work assignment shall not commence until January 1, 2017.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Mohammed Billah						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-2228			
						FAX Number:			
Project Officer Name Robin Danesi						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-1846			
						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:			
						FAX Number:			
Contracting Official Name Brad Heath						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>12/30/2016 (Date)</div> </div>						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-05**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
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(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Lisa Biddle
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
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1200 Pennsylvania Avenue, NW
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PERIOD OF PERFORMANCE:

The period of performance shall be from January 01, 2017 through February 28, 2017.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed for each specific task/subtask.

OBJECTIVES:

This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer

overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

STATEMENT OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's construction general permit (CGP). This plan shall include development of materials for direct mailing (by EPA), and production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with archiving of 1-2 webcast. For planning purposes, the contractor assumes the production of 1-2 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies,

performance information, environmental impacts, stormwater long-term planning, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 1 document. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: The Menu of BMPs fact sheets; the permit tracking spreadsheet;

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II Municipal Separate Storm Sewer System (MS4) coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized area, and the state's designation criteria. For planning purposes, the contractor assumes the development of 1-2 different types of maps and 1-2 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the Municipal Separate Storm Sewer System (MS4) Program (total cost and cost of any component of the stormwater program, i.e. six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with to projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA's implementation of the Multi Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related permit implementation tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. The contractor assumes the creation of approximately 1 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final

versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA's issuance of the 2017 Construction General Permit (CGP), including development of a comment response database and assisting with the comment response categorization and response document, assisting with the ESA consultation, assisting with formatting the final permit, fact sheet, and other permit documents for general consistency. The contractor will also support EPA's implementation of the final 2017 CGP, including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Assist in updating the Cost Impact Analysis.
- Assist in developing and/or updating the CGP Biological Evaluation.
- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in finalizing the remand rulemaking that was proposed in January 2016. This support is expected to include assistance related to conducting additional analyses to support the final rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning Technical Assistance

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 4A: In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final documents shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 40 LOE.

TASK 5 – Wet Weather Blending Compendium

The contractor shall support EPA's development and issuance of a Compendium of wet weather treatment data for municipal sewage treatment plants that blend during wet weather conditions. The contractor will assist in identifying sewage treatment facilities that have data characterizing treatment performance during wet weather conditions and collect and compile information on wet weather treatment performance. The contractor shall conduct a literature review, which will include review of the draft "Summary of Blending Practices and the Discharge of Pollutants for Different Blending Scenarios" that was prepared for EPA in 2014, information from EPA's 2014 Experts Forum on Public

Health Impacts of Wet Weather Blending, and data provided by the Food and Drug Administration. WACOR will provide the draft literature review and other documents as needed.

DELIVERABLES:

The contractor shall submit a draft strategy for collecting and compiling information on wet weather treatment performance of municipal sewage treatment plants that blend during wet weather conditions within 2 weeks of receiving technical direction from EPA. The contractor will submit a draft outline of a Compendium of wet weather treatment data for municipal sewage treatment plants within 4 weeks of receiving technical direction from EPA. The contractor will submit a draft of the compendium with 10 weeks of receiving direction from EPA. The contractor will submit a final compendium with 3 weeks of EPA providing comments on the draft compendium.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 30 LOE.

TASK 6 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 40 LOE.

TASK 7 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans.

DELIVERABLES:

- Contractor shall provide the initial draft document within 4 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 30 LOE.

TASK 8 – Support for the Great Lakes CSO Public Notice Rulemaking

EPA is not expecting any major activities for this task

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 40 LOE.

TASK 9 - Small MS4 General Permit Training for Municipal Officials in EPA Region 1, New England

Develop and provide webinar training to Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on revised IDDE practices required under the final MA and current draft NH Small MS4 GPs, including revising prior IDDE TSDs, entitled “Proposed Illicit Discharge Detection and Elimination (IDDE) Program Requirements for Communities in Massachusetts” and “Proposed Illicit Discharge Detection and Elimination (IDDE) Program requirements for Communities in New Hampshire” (**Appendix A**), to conform with the IDDE requirements of the final MA permit and draft NH permit;

Develop and provide webinar training and supporting TSD to/for Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on:

- EPA's Opti-Tool, a spreadsheet-based best management practices (BMP) optimization tool. A detailed description of the Opti-Tool is provided as **Appendix B**. In addition, for purposes in developing a response to this PWS, EPA will provide the Opti-Tool spreadsheet to the Contractor as part of Appendix B, and
- BMP Accounting Tracking Tool (BATT), a spreadsheet-based tool for tracking and accounting for BMP implementation, changes in land use, and MS4 permit reporting. A detailed description of BATT is provided as **Appendix C**. In addition, for purposes in developing a response to this PWS, EPA will provide the BATT spreadsheet-based tool to the Contractor as part of Appendix B.

SPECIAL INSTRUCTION:

- EPA is not expecting any major activities for this task
- WACOR will be providing more specific Technical Directive (TD) as needed.
- For planning purpose EPA believes this task will be no more than 10 LOE.
- All the final product must be submitted to WACOR within two weeks of finalizing those.

TASK 10 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

A. A QAPP that describes the contractor's plan for

- Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
- Describing their methods for achieving the DQRs, and
- Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.

B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT:

The estimated level of effort for this work assignment is 755 LOE.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Direction:

WACOR and Alternate WACOR will be providing technical direction as needed.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

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**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-05
AMENDMENT 1**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Lisa Biddle
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 566-0350
biddle.lisa@epa.gov

PERIOD OF PERFORMANCE:

The period of performance shall be from January 19, 2017 through February 28, 2017.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed for each specific task/subtask.

OBJECTIVES:

This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

STATEMENT OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's construction general permit (CGP). This plan shall include development of materials for direct mailing (by EPA), and production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with archiving of 1-2 webcast. For planning purposes, the contractor assumes the production of 1-2 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, stormwater long-term planning, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 1 document. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: The Menu of BMPs fact sheets; the permit tracking spreadsheet;

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II Municipal Separate Storm Sewer System (MS4) coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized area, and the state's designation criteria. For planning purposes, the contractor assumes the development of 1-2 different types of maps and 1-2 accompanying reports describing the dataset source, any data manipulation and

assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the Municipal Separate Storm Sewer System (MS4) Program (total cost and cost of any component of the stormwater program, i.e. six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with to projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA's implementation of the Multi Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related permit implementation tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. The contractor assumes the creation of approximately 1 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA’s issuance of the 2017 Construction General Permit (CGP), including development of a comment response database and assisting with the comment response categorization and response document, assisting with the ESA consultation, assisting with formatting the final permit, fact sheet, and other permit documents for general consistency. The contractor will also support EPA’s implementation of the final 2017 CGP, including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Assist in updating the Cost Impact Analysis.
- Assist in developing and/or updating the CGP Biological Evaluation.
- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in finalizing the remand rulemaking that was proposed in January 2016. This support is expected to include assistance related to conducting additional analyses to support the final rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning Technical Assistance

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 4A: In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final documents shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 40 LOE.

TASK 5 – Wet Weather Blending Compendium

The contractor shall support EPA's development and issuance of a Compendium of wet weather treatment data for municipal sewage treatment plants that blend during wet weather conditions. The contractor will assist in identifying sewage treatment facilities that have data characterizing treatment performance during wet weather conditions and collect and compile information on wet weather treatment performance. The contractor shall conduct a literature review, which will include review of the draft "Summary of Blending Practices and the Discharge of Pollutants for Different Blending Scenarios" that was prepared for EPA in 2014, information from EPA's 2014 Experts Forum on Public

Health Impacts of Wet Weather Blending, and data provided by the Food and Drug Administration. WACOR will provide the draft literature review and other documents as needed.

DELIVERABLES:

The contractor shall submit a draft strategy for collecting and compiling information on wet weather treatment performance of municipal sewage treatment plants that blend during wet weather conditions within 2 weeks of receiving technical direction from EPA. The contractor will submit a draft outline of a Compendium of wet weather treatment data for municipal sewage treatment plants within 4 weeks of receiving technical direction from EPA. The contractor will submit a draft of the compendium with 10 weeks of receiving direction from EPA. The contractor will submit a final compendium with 3 weeks of EPA providing comments on the draft compendium.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 30 LOE.

TASK 6 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 40 LOE.

TASK 7 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans.

DELIVERABLES:

- Contractor shall provide the initial draft document within 4 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 30 LOE.

TASK 8 – Support for the Great Lakes CSO Public Notice Rulemaking

EPA is not expecting any major activities for this task

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed. For planning purpose EPA believes this task will be no more than 40 LOE.

TASK 9 - Small MS4 General Permit Training for Municipal Officials in EPA Region 1, New England

Develop and provide webinar training to Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on revised IDDE practices required under the final MA and current draft NH Small MS4 GPs, including revising prior IDDE TSDs, entitled “Proposed Illicit Discharge Detection and Elimination (IDDE) Program Requirements for Communities in Massachusetts” and “Proposed Illicit Discharge Detection and Elimination (IDDE) Program requirements for Communities in New Hampshire” (**Appendix A**), to conform with the IDDE requirements of the final MA permit and draft NH permit;

Develop and provide webinar training and supporting TSD to/for Massachusetts and New Hampshire MS4 communities (and Municipal Officials in particular) on:

- EPA's Opti-Tool, a spreadsheet-based best management practices (BMP) optimization tool. A detailed description of the Opti-Tool is provided as **Appendix B**. In addition, for purposes in developing a response to this PWS, EPA will provide the Opti-Tool spreadsheet to the Contractor as part of Appendix B, and
- BMP Accounting Tracking Tool (BATT), a spreadsheet-based tool for tracking and accounting for BMP implementation, changes in land use, and MS4 permit reporting. A detailed description of BATT is provided as **Appendix C**. In addition, for purposes in developing a response to this PWS, EPA will provide the BATT spreadsheet-based tool to the Contractor as part of Appendix B.

SPECIAL INSTRUCTION:

- EPA is not expecting any major activities for this task
- WACOR will be providing more specific Technical Directive (TD) as needed.
- For planning purpose EPA believes this task will be no more than 10 LOE.
- All the final product must be submitted to WACOR within two weeks of finalizing those.

TASK 10 – Combined Sewer Overflow (CSO) Program Support

SUBTASK 10A – Data Infrastructure: Wet Weather Decision Support Compendium

The contractor will be developing a wet weather decision support compendium as per advice of WACOR. For developing the data infrastructure compendium, the contractor will be doing an impartial market research of available advanced monitoring, modeling, data sharing, data storage, decision support technology. The contractor also needs to have various case studies of real time decision support system like MS4, SSO, Green Infrastructure, Drinking Water System, Real-Time Public Notification System etc. WACOR will be providing more specific requirements as needed. The compendium should be focusing on:

- Advanced Data Infrastructure Technology
- Adaptation of those technology
- Case Study

DELIVERABLES:

- Within one week of this amendment the contractor will be providing a draft outline of the compendium to WACOR
- Within three weeks of receiving comments on the compendium outline the contractor will be providing a draft version of the compendium to WACOR
- Within a week of receiving comments from WACOR on the draft compendium a final draft version of the compendium to WACOR

SUBTASK 10B: CSO NPDES Permit, Fact Sheet, and LTCP Review to Determine the Effectiveness of Compliance Permit Language:

The contractor will be reviewing at a minimum of three sets of CSO NPDES permits, related Long Term Control Plans (LTCP) and Fact Sheets to determine the effectiveness of compliance language in permit meeting the CWA expectations. WACOR will be providing more specific direction as needed.

DELIVERABLES:

- Within two weeks of the amendment the contractor will be providing draft version of the Fact Sheet to WACOR
- Within two weeks of receiving comments from WACOR the final version of the Fact Sheet to WACOR

TASK 11 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

A. A QAPP that describes the contractor's plan for

- Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs)

- or (ii) the policy that states DQRs are not required,
- Describing their methods for achieving the DQRs, and
- Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.

B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT:

The estimated level of effort for this work assignment is 755 LOE.

The additional estimated level of effort for this amendment is 300 LOE.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the CL-COR prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Direction:

WACOR and Alternate WACOR will be providing technical direction as needed.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they

develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 5088 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WAM any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WAM any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and Project Officer (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and Project Officer shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and Project Officer shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA Project Officer shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA Project Officer and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services \The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 01/19/2017 To 02/28/2017					
Comments: This Work Plan Approval incorporates Amendment 1 and a funding ceiling of \$136,000.00. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 02/28/2017										
This Action:		\$136,076.00		1,055						
Total:		\$136,076.00		1,055						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/19/2017		Cost/Fee \$136,076.00		LOE: 1,055						
Cumulative Approved:		Cost/Fee \$136,076.00		LOE: 1,055						
Work Assignment Manager Name Mohammed Billah						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-2228				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;">(Signature)(Date)</div>						Phone Number: 513-487-2352				
						FAX Number:				

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-07**

TITLE: EPA Region III Engineering/Technical and Program Support for Capacity Development and Source Water Protection Activities in the Drinking Water Treatment Revolving Fund (DWTRF) in West Virginia.

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Lea Ruiz Phone: (215) 814-5496 Fax: (215) 814-2782 ruiz.lea@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Infrastructure and Assistance (3WP50) 1650 Arch Street Philadelphia, PA 19103
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PERIOD OF PERFORMANCE: January 1, 2017 to February 28, 2017

QUALITY ASSURANCE:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

BACKGROUND:

West Virginia's Drinking Water State Revolving Fund (DWSRF) located in the Office of Environmental Health Services within the Department of Health and Human Services has requested EPA Region III's assistance in managing its infrastructure, capacity development, and source water protection programs workload through the use of set-aside funds available under the State's DWSRF grant.

West Virginia's programs must continue to administer infrastructure projects with the available funding to maintain its high utilization of funds, to ensure compliance with all grant conditions, and to provide programs to assess the sustainability of drinking water systems.

The assistance provided under this work assignment is necessary to assist West Virginia in maintaining a high utilization of funds, the administration of grant conditions and supporting programmatic goals for capacity development and source water protection.

OBJECTIVE:

Under this work assignment the contractor shall provide technical/engineering and program support to EPA Region III in assisting applicants whose projects being considered for DWSRF funding. The

West Virginia Bureau for Public Health (BPH) will provide training and daily task assignments resulting from EPA's written technical direction.

The contractor shall not engage in activities of an inherently governmental nature such as formulation of Agency policy and selection of Agency priorities. The EPA will review all training materials developed by the contractor prior to their use.

EPA Region III will coordinate contractor support activities with the State and provide technical direction to the contractor as needed.

TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work plan and Budget Development:

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly telephone conferences between the EPA WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports per the contract.

Task 1: Project Site Visits: (no activity)

The contractor shall perform approximately 12 on-site inspections at the project locations, including the administrator's location if records are kept there for a compliance review for the requirements in the bond documents and loan agreements.

Deliverable: Completed inspection checklists within 30 days of the site visit. These checklists were provided under original contract, WA 1-07.

Task 2: Development of Asset Management Plans:

The contractor shall work with approximately 18 loan recipients to develop asset management plans. This task includes activities such as: develop handouts and power point presentations, training via web conferences and seminars, training on the Check UP Program for Small Systems (CUPSS) or equivalent, and review of the development of the assessments, submittals, reports, and AM plans for the minimum requirements for the DWSRF approval. The contractor shall monitor all projects until Bureau for Public Health (BPH) and WACOR approves their asset management plan.

Deliverable: Provide a monthly update on the status of all projects developing asset management until they have BPH approval.

Task 3: Maintaining the Asset Management Plan: (no activity)

The contractor will assess the maintenance of approximately 20 approved asset management plan and provide guidance to water systems to assist with upkeep. The guidance may be provided during onsite visits, conference calls, and webinars.

Deliverable: Provide a monthly update on the status of approved asset management plans.

Task 4: Participate in Training Tasks

The contractor will prepare and provide training to DWSRF loan applicants, drinking water utilities, administrators, circuit riders, project engineers, and other professionals regarding the development of asset management plans and use of the CUPSS software. The contractor will participate in workgroup meetings with the USEPA and state stakeholders to contribute to the development of asset management programs. The contractor will provide training regarding state and federal DWSRF program requirements and bond condition compliance, if needed. These activities will include participating in webinars and seminars and will be on-going throughout the period of performance of the work assignment.

Deliverable: Provide training materials within 60 days of task assignment by the EPA WACOR.

Task 5: Capacity Development Assessments: (no activity)

The contractor will conduct capacity development assessments for up to 10 community water systems. This task includes gathering data through systems files, financial reports, and onsite interviews to assess the financial, managerial, and technical capacity to sustain their water system.

Deliverable: Up to 20 draft capacity development assessment reports for BPH review and approval.

Task 6: Technical Programmatic Support:

The contractor will provide technical support to the source water protection program by contributing to the revision of a source water assessment template and education/outreach materials for community water systems and the public, including an online data visualization tool; by participating in informational meetings; and reviewing up to 40 source water protection plans.

Deliverable: Provide technical review comments and recommendations for source water assessment templates, online application code and training on upkeep of the application, meeting notes from informational meetings, reviews for up to 40 protection plans, including written details on whether a plan meets requirements for approval within 60 days of the task assignment.

Task 7: Assist in Plan Development: (no activity)

The contractor will provide assistance to WVBPH to develop and update source water assessments for up to 10 water systems. Such assistance may include: using electronic tools and templates to form the communication plan, management plan, and early warning monitoring plan; by facilitating protection team and public meetings; and by investigating pollutant source to surface water and creating mapping, as necessary.

Deliverable: Provide materials for up to 10 new or revised source water assessments approved by BPH.

Schedule of Deliverables

Task	Quantity	Due Date	LOE
Task 0	Work plan and Budget	Per contract requirements	0
Task 1	Project Site Visits	Within 30 days of the task assignment	0
Task 2	Follow up and cleanup for files of a few specific water systems	At least monthly	5
Task 3	Maintaining approximately 20 Asset Management Plan	At least monthly	0
Task 4	Participate in Training Tasks	Within 30 days of the task assignment	19
Task 5	Up to 10 capacity development assessments	Within 60 days of the task assignment	0
Task 6	Technical and programmatic support for source water assessment program	Within 30 days of the task assignment	19
Task 7	Materials for up to 10 source water assessment reports	Within 240 days of the task assignment	0
		Total Level of Effort Hours	43

Miscellaneous

Travel: Contractor will be expected to do only local travel. All travel costs will be approved in advance by the EPA WACOR.

Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name WV DWSRF Support				
Contractor TETRA TECH, INC.						Specify Section and paragraph of Contract SOW See PWS				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 02/28/2017										
This Action:		\$9,165.00		99						
Total:		\$9,165.00		99						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/16/2017		Cost/Fee \$9,165.00		LOE: 99						
Cumulative Approved:		Cost/Fee \$9,165.00		LOE: 99						
Work Assignment Manager Name Lea Ruiz <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 215-814-5496				
						FAX Number:				
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-08			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6		Title of Work Assignment/SF Site Name Construction and Grant Mgmt					
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 01/01/2017 To 02/28/2017					
Comments: This work assignment shall not commence until January 1, 2017.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Frances Josephs						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-9541			
						FAX Number:			
Project Officer Name Robin Danesi						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-1846			
						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:			
						FAX Number:			
Contracting Official Name Brad Heath						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>12/30/2016 _____ (Date)</div> </div>						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-08**

TITLE: Construction and Grant Management Evaluation of Special Appropriations Act Projects

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Frances Josephs
US EPA
OWM (4204M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-2871
josephs.frances@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):

Jamelya Curtis
US EPA
75 Hawthorne Street (WTR1)
San Francisco, CA 94105
(415)972-3529
curtis.jamelya@epa.gov

PERIOD OF PERFORMANCE: January 1, 2017 through February 28, 2017

BACKGROUND:

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

OBJECTIVE:

The objective of this work assignment is to evaluate post FY 2000 STAG projects on-site and/or remotely. The on-site evaluations (Task 1) are intended to assess physical progress of

construction and evaluate the grantee's compliance with the conditions of their EPA grant and work plan. Procurement reviews (Task 2) are intended to evaluate a grantee's established procurement system or the compliance of specific procurements with EPA regulations and Disadvantaged Business Enterprise (DBE) rules. Financial management reviews (Task 3) are intended to evaluate compliance with EPA's cost principles and the statutory cost-share requirement.

The secondary purpose of this work assignment is to provide technical support to grantees related to STAG project management and oversight. Grantees may need troubleshooting and technical assistance during the course of the project.

The following deliverables are anticipated during option period 6. The contractor is not to exceed the anticipated number of deliverables without a formal amendment and direction from the EPA WACOR.

R4: 4 deliverables made up of 3 on-site reviews and 1 financial review

R5: 3 on-site reviews

R9: 3 reviews (reviews could fall under any applicable task)

TASK DETAIL:

Task 0: Work plan and Budget Development

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause, B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); (c) a detailed estimate of travel expenses; and (d) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK.

Task 1: Conduct On-site Project Evaluations (PWS Section 3.34)

The contractor shall perform site visits for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter on-site evaluation (OSE) requests into a shared online file. Technical direction to schedule and perform OSEs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer. After performing the requisite conflict of interest review, the contractor shall make arrangements to conduct a site visit for the assigned projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During an OSE, the contractor shall review the appropriate grant and construction documents and conduct a walkthrough of the project site. The contractor shall complete the review using the

standard evaluation form (Attachments 1 and 2)¹ during the site visit. The completed evaluation form, accompanied by a cover letter highlighting key finding and recommendations, shall be considered the evaluation report that is the required deliverable for this task.

No more than two site visits shall occur for a given project under this Work Assignment, unless specifically directed by the work assignment manager (WACOR). Likewise, site visits should not be scheduled within six months of the date of the previous OSE (under this Work Assignment or the previous one), unless specifically directed by the WACOR.

The contractor shall try to minimize travel costs by utilizing appropriate staff from contractor offices (main, branch, or other) in general proximity to the state locations. The contractor shall also group evaluations into one trip to the extent practicable.

Evaluations shall typically be one work day in length at the project site and should be performed by engineers (Professional Engineers or Engineers-in-Training) where feasible. Additional time shall be estimated for scheduling visits, travel to and from the project site, and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 1: An evaluation form (i.e., the standardized evaluation coversheet plus the on-site review insert) shall be completed for each OSE. (Note: in cases where two different reviews are performed together, i.e. an on-site review together with a financial management review, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after the date of the OSE. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

Task 2: Conduct Procurement Reviews (PWS Section 3.34)

The contractor shall evaluate procurement systems and procurement actions for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter procurement review (PR) and procurement system review (PSR) requests into a shared online file. Technical direction to schedule and perform PRs and PSRs will be provided once on January 1, 2016 and will cover the full option period, but all technical direction will come from the WACOR or Alt WACOR only. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer. Any requests for information is limited to information on each project and shall be requested in writing and will include the WA COR on all correspondence.

PR/PSRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote PRs, the contractor shall initiate the PR using the standard email templates provided by the WACOR after performing the

¹ The contractor should be prepared for slight modifications to the evaluation form over the course of the WA based on feedback from the contractor, project officers, and grantees.

requisite conflict of interest review. For on-site PRs, the contractor shall notify the grantee of the PR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During a PR/PSR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 3).² Evaluations shall typically be one half to one full work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 2: An evaluation form (i.e., the standardized evaluation coversheet and all applicable PR/PSR inserts) shall be completed for each PR/PSR. (Note: in cases where two different reviews are performed together, i.e. an OSE together with a PR/PSR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table with an explicit list of key findings for each PR/PSR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall directly and completely describe the deficiencies encountered. Summary tables should be 1-2 pages in length in most cases (allowances will be made in circumstances where there are numerous contracts) and include regulatory references. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR after a final evaluation report has been distributed.

Task 3: Conduct Financial Management Reviews (PWS Section 3.34)

The contractor shall review financial management of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter financial management review (FMR) requests into a shared online file. Technical direction to schedule and perform FMRs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

FMRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote FMRs, the contractor shall initiate the FMR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site FMRs, the contractor shall notify the grantee of the FMR

² The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

During an FMR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 4).³ Evaluations shall typically be one quarter to one half a work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 3: An evaluation form (i.e., the standardized evaluation coversheet and FMR insert) shall be completed for each initial FMR.⁴ (Note: in cases where two different reviews are performed together, i.e. an OSE together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment as soon as possible, but no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table for FMRs that clearly shows pertinent grant financials and key findings for each FMR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall clearly and completely describe any deficiencies encountered. Summary tables should be 1-2 pages in length in most cases. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 4: Environmental Review Support (PWS Sections 1.3.1 and 2.6)

The contractor shall assist with the environmental review and NEPA decision compliance monitoring of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter environmental review (ER) requests into a shared online file. Technical direction to schedule and perform ERs will be provided once on January 1, 2016 and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

ERs should be done remotely, but may be done on-site with permission from the WACOR. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA.

³ The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

⁴ Only one full deliverable is required per grant per option period. The deliverable for follow-up FMR requests for the same grant will be a summary sheet only, unless otherwise directed by the EPA WACOR.

In providing ER support, the contractor may be asked to perform any or all of the following tasks to support EPA's development, issuance, and/or implementation of a National Environmental Policy Act (NEPA) determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;⁵
- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc);
- conduct literature surveys and communicate⁶ with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from "cross-cutter" agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.
- monitor construction of SAAP projects to ensure/facilitate compliance with mitigative measures developed to comply with NEPA and cross cutter laws, including on-site construction activity monitoring by (a) certified archaeologist(s) to ensure tribal artifacts and/or remains discovered during construction are dealt with in accordance with SAAP grant conditions, NEPA decisions, and/or MOUs/MOAs between EPA, recipients and/or other Federal agencies.

No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.

The basic NEPA compliance requirements are contained in:

- National Environmental Policy Act of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

⁵ EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

⁶ The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

Deliverables for Task 4: The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,⁷ a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion, but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer upon completion of each ER.

Task 5: Grantee Technical Support and Troubleshooting (PWS Sections 3.10 and 3.25)

The contractor shall provide technical support and troubleshooting expertise to grantees on subject matter areas covered during the course of the evaluations, if requested. The purpose of this technical support and troubleshooting is to improve grantees' understanding of the items being reviewed so that the evaluations can be completed appropriately. Examples of technical support and troubleshooting may include identifying federal requirements (e.g., for procurement), organizing project documentation, and properly counting invoices. This list is not exhaustive and is provided to illustrate typical issues that may arise during, or as a result of, an evaluation. For estimating purposes, it is expected that the contractor shall provide technical support and troubleshooting expertise amounting to no more than 5% of the total evaluation time allocated under Tasks 1 through 3 of the work assignment.

Deliverables for Task 5: Any technical or troubleshooting support shall be noted in the evaluation report for the project required under Tasks 1 - 3 of this work assignment, as well as in the monthly progress report.

Task 6: Work Assignment Progress Meeting and Progress Reports (F.2)

The contractor shall have a monthly call with the WACOR to ensure that any problems related to Tasks 1 - 3 are quickly identified, discussed, and corrected with minimum delay and to minimize potential misunderstandings. The monthly calls shall range from thirty (30) minutes to one hour in length and shall typically be held on the third Thursday of the month barring any scheduling conflicts (calls can be rescheduled to another day in the same month that is convenient for both the WACOR and the contractor).

The contractor shall also provide a quarterly progress tracking and summary that lists the assigned projects, evaluations scheduled and performed, any technical or troubleshooting support provided, and a listing of completed evaluation reports. A master list of all evaluations completed by the contractor shall be maintained separately, but should assimilate all new information from each Quarterly Report.

⁷ See Attachment 6 for a sample table of contents for a draft EA.

Deliverables for Task 6: Quarterly progress tracking and summary reports are due by:

- September 30, 2016
- December 31, 2016
- March 31, 2017
- June 30, 2017

The master list should be provided at the conclusion of the Work Assignment.

Task 7: Transitional Support

In anticipation of the possibility that the current contract could expire, the contractor will prepare a set of transitional materials so that work can proceed regardless of who is providing the services. Transitional materials could include, but will not be limited to preparation of standard operating procedures, checklists that detail various oversight responsibilities, or a reference guide detailing the project manager's responsibilities. Specific deliverables will be based on logistical discussions between the contractor, WACOR, and alternate WACOR, and will be assigned via technical direction.

OTHER REQUIREMENTS:

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

GOVERNMENT FURNISHED DATA

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

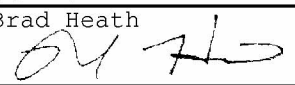
QUALITY ASSURANCE SURVEILLANCE PLAN

This work shall be conducted under the contractor's existing Quality Management Plan and does not require a separate Quality Assurance Project Plan. All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Work Assignment Form. (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-16			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-11-009		Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6		Title of Work Assignment/SF Site Name System Program Water Quality					
Contractor TETRA TECH, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 01/01/2017 To 02/28/2017					
Comments: This work assignment shall not commence until January 1, 2017.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
01/01/2011 To 02/28/2017									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Elizabeth Ragnauth						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-3161			
						FAX Number:			
Project Officer Name Robin Danesi						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-1846			
						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:			
						FAX Number:			
Contracting Official Name Brad Heath						Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>  _____ (Signature) </div> <div>12/30/2016 _____ (Date)</div> </div>						Phone Number: 513-487-2352			
						FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT NUMBER EP-C-11-009
WORK ASSIGNMENT 6-16**

Title: Technical Support for NPDES Permit Quality Reviews

Work Assignment Contracting Officer's Representative (WACOR):

Beth Ragnauth Phone: (202) 564-3161 Fax (202) 564-9544 ragnauth.elizabeth@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135F Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Sharmin Syed Phone: (202) 564-3052 Fax (202) 564-9544 syed.sharmin@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135D Washington, DC 20004
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Period of Performance: January 1, 2017 through February 28, 2017

Background:

An important component of a healthy National Pollutant Discharge Elimination System (NPDES) Program is permit quality. Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality.

This is particularly important as EPA works to achieve the strategic sub-objectives for returning waters to support designated uses or improving water segments and protecting streams from becoming impaired (maintaining uses). Permits that are written to achieve these goals are critical in combination with other Clean Water Act water quality programs in achieving these sub-objectives.

The NPDES program has used a variety of tools over the course of the last three decades to enhance permit quality. These methods have included real-time reviews of draft permits, standard checklists, and PQRs. Reviews can be used to enhance specific programs or determine where additional guidance is needed. Most importantly, permit quality reviews can be used to improve the integrity of the program and will help EPA improve our ability to measure success of the NPDES permit program. Through this review mechanism, EPA promotes national consistency, identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the development of NPDES permits. The findings of the reviews may be used to identify areas for training

or guidance and to identify or assist states in determining any needed action items to improve their NPDES programs.

Under this work assignment, EPA seeks support for conducting reviews of state programs and drafting reports based on these reviews. This scope of work includes implementation of permit quality reviews

Scope of Work:

This work assignment provides support to the Water Permits Division (WPD) to implement permitting oversight through a quality review process. The Contractor shall provide technical support to EPA for the task described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

Task 1: Technical and Administrative Support for Implementing PQRs

The contractor shall support the implementation of PQRs by reviewing fifteen (15) EPA-issued permits.

Implementation of this review includes coordination with EPA headquarters and EPA regional staff and desktop review of permits in accordance with standard checklists. Background materials describing permitting processes and procedures may be reviewed in order to better understand the permits being reviewed under this task.

The contractor shall develop a short summary of findings and questions for follow up with the permitting authority based on the permits reviewed.

Task 1 Deliverables: The contractor shall provide to EPA all checklists and the summary of findings and questions for follow up by February 28, 2017.

Other Requirements:

Quality Assurance Statement

A quality assurance project plan (QAPP) is not required for Task 1 of this project because it does not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

Reporting and Deliverables

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

Travel

This work assignment requires no travel.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-16				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name System Program Water Quality				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval					Period of Performance From 01/01/2017 To 02/28/2017					
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 02/28/2017										
This Action:		\$19,945.00		142						
Total:		\$19,945.00		142						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		01/13/2017		Cost/Fee \$19,945.00		LOE: 142				
Cumulative Approved:				Cost/Fee \$19,945.00		LOE: 142				
Work Assignment Manager Name Elizabeth Ragnauth						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-3161				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2352				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 6-17								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6	Title of Work Assignment/SF Site Name Technical Support for AAP								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/19/2017 To 02/28/2017								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 02/28/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Jennifer Molloy							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robin Danesi							Phone Number: 202-564-1939			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
1/19/2017							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-17**

Title: Technical Support for Animal Agriculture Partnerships

Work Assignment Contracting Officer's Representative (WACOR)

Jennifer Molloy (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20460
(202)-564-1939
molloy.jennifer@epa.gov

Period of Performance: January 19, 2017 through February 28, 2017

Background Information: The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. EPA continues to refine an integrated animal agricultural strategy to improve the environmental performance of animal agriculture through both regulatory and non-regulatory initiatives. The strategy includes supporting State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other AFO pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures.

Scope of Work: This work assignment continues work from a previous work assignment (WA 5-17, Task 7 of EP-C-11-009). The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of Animal Agriculture Partnerships. The contractor will not be involved in the Agency policy or decision making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the EPA WACOR in accordance with technical direction clause of the contract (clause H).

Task 1. EPA and Industry Collaborative Agriculture Education Project (new phase)

EPA is working with its Animal Agriculture Discussion Group (AADG) to develop an educational program that will facilitate two-way understanding of animal agriculture livestock and poultry feeding operations and water quality protection measures, including Clean Water Act requirements. Under the prior work assignment, the contractor developed an inventory of resources, materials, and trainings that currently exist regarding animal agriculture and manure management, to learn with what information is already available, help identify necessary elements of a new educational program, and collect potential references for the new program. The objective under this work assignment is to develop livestock-specific educational modules that:

- provide information on livestock and poultry production systems and general characteristics of different livestock and poultry operations, in a format and at a level that will be of interest and relevance to regulators;
- provide information on the objectives of the Clean Water Act and CAFO regulations, permits and inspections, water quality issues and best management practices in a format and at a level that will be of interest and relevance to agricultural producers.

The centerpiece of these modules will be videos with some accompanying web-based content or materials. These modules/videos will ultimately reside on or be linked from EPA's website. The initial livestock and poultry overview module will focus on livestock and poultry systems, generally. Following development of this module, EPA will likely partner with specific livestock and poultry industry groups to develop species specific modules that provide specific information on the manure management systems and applicable regulatory requirements for each sector (specifically the layer, broiler, swine, dairy and beef sectors). For an EPA audience, that content may include, but is not limited to specific information on lifecycles and manure management systems in use for that class of operations; recent developments in industry operations and how they may have impacted manure management decisions; currently employed environmental management systems and BMPs; familiarization and approaches to communication/outreach with agricultural communities; factors that weigh into on-farm decision-making (winter spreading, BMPs, house design, changes in approaches, adoption of innovation); rendering; "A Day in the Life of a Producer"; cross-applicability of regulations (SPCC, etc.). For an animal agriculture audience, content may include, but is not limited to, Clean Water Act and regulatory requirements (tailored to address federal and state); cross-applicability of regulations (SPCC, etc.); what to expect when being inspected; success stories; best practices for manure management; newest and latest innovations in technology; policy developments.

Deliverables and Schedule: Make final edits to the materials produced/drafted prior to Feb 28, 2017, following final reviews from EPA and the Animal Ag Discussion Group (AADG); and develop outlines and initial scripts for the first few conservation measure modules, per input from EPA and NRCS Final products shall be provided to EPA within 2 weeks of receiving comments from EPA on the drafts, unless an alternate schedule is agreed upon. Other specific deliverables under this task will be identified under technical direction from the EPA WACOR.

Quality Assurance Statement: A quality assurance project plan (QAPP) is not required for Tasks 1 of this project because it does not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making.

Level of Effort: The EPA estimated level of effort for this work assignment is 22 contractor hours. Based on this minimal requirement, **no work plan is required** for this effort as it would not be cost effective to the EPA.

Other Requirements:

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the EPA WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

Travel

No travel authorized.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

No single event under this Work Assignment is anticipated to exceed \$5,000. The Contractor shall immediately notify the EPA Contracting Officer, CL-COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$1,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 6-17								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-11-009	Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6	Title of Work Assignment/SF Site Name Technical Support for AAP								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 02/16/2017 To 02/28/2017								
Comments: A Work Plan is not required for this Work Assignment Amendment 1 as Option Period 6 is set to expire on February 28, 2017.										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
01/01/2011 To 02/28/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee				LOE:		
Cumulative Approved:				Cost/Fee				LOE:		
Work Assignment Manager Name Jennifer Molloy							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-1939			
							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div> (Signature) </div> <div>2/16/2017 (Date)</div> </div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-17
AMENDMENT #1**

Title: Technical Support for Animal Agriculture Partnerships

Work Assignment Contracting Officer's Representative (WACOR)

Jennifer Molloy (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20460
(202)-564-1939
molloy.jennifer@epa.gov

Period of Performance: February 16, 2017 through February 28, 2017

Background Information: The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. EPA continues to refine an integrated animal agricultural strategy to improve the environmental performance of animal agriculture through both regulatory and non-regulatory initiatives. The strategy includes supporting State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other AFO pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures.

Scope of Work: This work assignment continues work from a previous work assignment (WA 5-17, Task 7). The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of Animal Agriculture Partnerships. The contractor will not be involved in the Agency policy or decision making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the EPA WACOR in accordance with technical direction clause of the contract (clause H).

Task 1. EPA and Industry Collaborative Agriculture Education Project (new phase)

EPA is working with its Animal Agriculture Discussion Group (AADG) to develop an educational program that will facilitate two-way understanding of animal agriculture livestock and poultry feeding operations and water quality protection measures, including Clean Water Act requirements. Under the prior work assignment, the contractor developed an inventory of resources, materials, and trainings that currently exist regarding animal agriculture and manure management, to learn with what information is already available, help identify necessary elements of a new educational program, and collect potential references for the new program.

The objective under this work assignment is to develop livestock-specific educational modules that:

- provide information on livestock and poultry production systems and general characteristics of different livestock and poultry operations, in a format and at a level that will be of interest and relevance to regulators;
- provide information on the objectives of the Clean Water Act and CAFO regulations, permits and inspections, water quality issues and best management practices in a format and at a level that will be of interest and relevance to agricultural producers.

The centerpiece of these modules will be videos with some accompanying web-based content or materials. These modules/videos will ultimately reside on or be linked from EPA's website. The initial livestock and poultry overview module will focus on livestock and poultry systems, generally. Following development of this module, EPA will likely partner with specific livestock and poultry industry groups to develop species specific modules that provide specific information on the manure management systems and applicable regulatory requirements for each sector (specifically the layer, broiler, swine, dairy and beef sectors). For an EPA audience, that content may include, but is not limited to specific information on lifecycles and manure management systems in use for that class of operations; recent developments in industry operations and how they may have impacted manure management decisions; currently employed environmental management systems and BMPs; familiarization and approaches to communication/outreach with agricultural communities; factors that weigh into on-farm decision-making (winter spreading, BMPs, house design, changes in approaches, adoption of innovation); rendering; "A Day in the Life of a Producer"; cross-applicability of regulations (SPCC, etc.). For an animal agriculture audience, content may include, but is not limited to, Clean Water Act and regulatory requirements (tailored to address federal and state); cross-applicability of regulations (SPCC, etc.); what to expect when being inspected; success stories; best practices for manure management; newest and latest innovations in technology; policy developments.

Deliverables and Schedule: Make final edits to the materials produced/drafted prior to Feb 28, 2017, following final reviews from EPA and the Animal Ag Discussion Group (AADG); and develop outlines and initial scripts for the first few conservation measure modules, per input from EPA and NRCS Final products shall be provided to EPA within 2 weeks of receiving comments from EPA on the drafts, unless an alternate schedule is agreed upon. Other specific deliverables under this task will be identified under technical direction from the EPA WACOR.

Task 2. Support for the Nutrient Recycling Challenge

EPA is partnering with the dairy and swine industries to develop a 4-phase Innovation Challenge to accelerate development and use of technologies that can recover nitrogen and phosphorus from animal manure and generate value-added products. Environmental and economic benefits can become substantial as more efficient ways to manage and transport nutrients are developed. The contractor will continue to provide support for development outreach materials such as lay-out and graphics and banner printing; and other related tasks as communicated the WACOR.

Deliverables and Schedule: Two copies of the Nutrient Recycling Challenge banner, with edits as provided by the WACOR, will be provided to EPA by the end of the contract period.

Quality Assurance Statement:

A quality assurance project plan (QAPP) is not required for Tasks 1 or 2 of this project because it does not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making.

Level of Effort:

The EPA estimated level of effort for this work assignment amendment is 20 contractor hours and 10 additional subcontractor hours.

Other Requirements:

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the EPA WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the EPA WACOR. The contractor shall not release information or comments on works performed under this work assignment without the EPA WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

Travel

No travel authorized.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

No single event under this Work Assignment is anticipated to exceed \$5,000. The Contractor shall immediately notify the EPA Contracting Officer, CL-COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$1,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-19				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Cooling Water Intake Structure				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017				
Comments: This work assignment shall not commence until January 1, 2017.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
01/01/2011 To 02/28/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Paul Shriner						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 202-566-1076				
						FAX Number:				
Project Officer Name Robin Danesi						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature) 12/31/2016 (Date)						Phone Number: 513-487-2352				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-11-009
WORK ASSIGNMENT 6-19**

TITLE: 316(b) Cooling Water Intake Structures

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Paul Shriner
Phone: 202-566-1076
Fax: 202-566-1053
E-Mail: shriner.paul@epa.gov

PERIOD OF PERFORMANCE: January 1, 2017 through February 28, 2017

ESTIMATED HOURS: 50

BACKGROUND

EPA implemented section 316(b) Cooling Water Intake Structure requirements in three phases under court order. Cooling Water Intake Structures withdraw water for the purposes of dissipating excess heat. Cooling Water Intake Structures at new facilities (except offshore oil and gas platforms) were addressed in the Phase I rule, promulgated in November 2001. EPA was challenged by several parties, and the Second Circuit written opinion was issued in February 2004. The opinion ruled in favor of EPA on all issues except restoration measures. Subsequently EPA issued a memo directing regions not to use the restoration provisions of the Phase I rule.

Large existing power generators were addressed in the Phase II rule that was issued in 2004. The Second Circuit remanded several key provisions of the rule on January 25, 2007. EPA suspended the final rule as of July 9, 2007. Industry filed for certiorari with the Supreme Court in 2008. The Supreme Court agreed to hear industry motions on whether cost-benefit analysis is permitted under section 316(b) of the Clean Water Act. The Supreme Court issued a decision on April 1, 2009, holding that EPA had permissibly relied on cost-benefit analysis in setting the Phase II national performance standards and in providing for cost-benefit variances from those standards as part of the Phase II regulations.

The Phase III rule for existing manufacturers and new offshore oil and gas platforms was issued June 2006. In July 2010, the United States Court of Appeals for the Fifth Circuit issued a decision upholding EPA's rule for new offshore oil and gas extraction facilities and accepting EPA's request to remand the existing facility portion of the rule back to the Agency for further rulemaking. The decision reflects the recent Supreme Court decision that EPA may, but is not required to, consider cost-benefit analysis in its rulemaking. EPA promulgated the Existing Facilities final rule which published on August 15, 2014, to respond to the two remanded rules.

The contractor has previously supported EPA in this rulemaking, most recently under Work Assignment 5-19 of contract EP-C-11-009. This work assignment establishes technical support and expertise for a variety of regulatory development activities, primarily including post rule implementation and litigation support. This work may include but is not limited to preparing an updated category profile, maintaining the survey database, analyzing performance of treatment technologies, supporting analysis of costs and

benefits of regulatory alternatives, preparing briefings and outreach materials, preparation of administrative indices and dockets in response to litigation, implementation guidance, and conducting other similar technical analyses that fall within the contract PWS. These tasks support rulemaking related activities of all phases of the section 316(b) program. For work plan purposes, the contractor shall assume primary support of the section 316(b) program falls under tasks supporting the final existing facility rule as issued on August 15, 2014.

TASKS

TASK 1 - Data Quality Assurance Administration (See Contract PWS 3.16)

Quality Assurance Project Plans are required under the Agency's Quality Assurance Policy CIO-2105, formerly EPA Order 5360.1A2 and implementing guidance CIO-2105-P-01-0. All projects that involve the generation, collection, analysis and use of environmental data must have an approved QAPP prior to the commencement of the work.

QA Project Plan Requirements

EPA policy requires that an *approved* Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. This work assignment is a continuation of work (i.e. data used in this WA was collected and analyzed under a prior contract) previously performed by the contractor under WA 0-19, WA 1-19, WA 2-19, 3-19, 4-19, and 5-19, as well as under previous contracts and thus a QAPP was already prepared and approved by EPA to support work performed for this project (*Quality Assurance Project Plan for Technical Support for 316(b) Regulatory Development, [QAPP 285Draft Revision 0]*, June 1, 2012, Prepared by Tetra Tech, Inc.). It is expected that the prior QAPP will continue to apply this WA.

To ensure that all activities performed under this work assignment are compliant with EPA's quality system requirements, the Contractor shall adhere to the previously approved QAPPs **and**:

- The Contractor shall review the previously approved QAPP to verify that the QAPP adequately documents how quality assurance (QA) and quality control (QC) will be applied to all activities to be performed under this work assignment, including the new steps in the effluent guidelines development process listed above. As part of this review, the Contractor shall also verify that existing QAPP content (e.g., organizational charts, roles and responsibilities, QA/QC procedures, checklists, SOPs, etc.) are still appropriate for the work to be performed under this work assignment for previously identified steps in the rulemaking process that will continue to be supported under this work assignment.
 - To ensure consistency between the QA Tasks in this work assignment and QA Tasks associated with any pre-existing data, models, and analysis conducted under previous work assignments, the contractor shall consider using QA Plan and/or QAPP elements from previously approved QA Plans or QAPPs.
- If **minor** changes are needed to the existing QAPP, the Contractor shall submit a revised QAPP to EPA within 10 days after submittal of the work plan. This revised QAPP shall include a version history page that summarizes the changes made. The Contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the revised QAPP and provide the Contractor with written approval or comments within 15 days of receiving the Contractor's submission. The Contractor shall revise the submitted QAPP within 7 days of receipt, unless otherwise instructed by the EPA WACOR.
- If **major** changes are needed to the existing QAPP, the Contractor shall submit a revised QAPP to EPA within 15 days after submittal of the work plan. When preparing this revised version, the Contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The Contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the revised QAPP and provide the Contractor with written

approval or comments within 15 days of receiving the Contractor's submission. The Contractor shall revise the submitted QAPP within 10 days of receipt, unless otherwise instructed by the EPA WACOR.

- Final deliverables that involve the generation, collection, evaluation, analysis, or use of environmental data must be performed under an approved QAPP.
- Any non-sampling/non-analytical work or interim deliverables that involve the generation, collection, evaluation, analysis, or use of environmental data initiated prior to approval of the Contractor's revised QAPP must be performed in accordance with a previously approved QAPP. The revised QAPP requirements must be applied retroactively to this period.

Data Quality Act/Information Quality Guidelines Requirements

The Data Quality Act (also known as the Information Quality Act) requires EPA to ensure that influential information disseminated by the Agency is sufficiently transparent in terms of data and methods of analysis that the information is capable of being substantially reproduced. To support compliance with these data transparency/data reproducibility requirements, EPA plans to include QAPPs as part of any rulemaking record documentation to be made available to the public. The Contractor may claim information in QAPPs as confidential; if the Contractor chooses to do so, the Contractor shall submit a sanitized (i.e., public) version and an unsanitized (i.e., confidential) version at the time the QAPP is submitted for approval by EPA. The sanitized version will be included in the public docket for the applicable rulemaking (or other docket or record), and the unsanitized version will be included in a non-public (i.e., confidential) portion of the docket (or record).

Information contained in the approved QAPP must be transparent and reproducible and meet the requirements of the Data Quality Act for influential information. EPA's *Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity, of Information Disseminated by the Environmental Protection Agency* (EPA/260R-02-008, October 2002), referred to as "EPA's Information Quality Guidelines," describe EPA procedures for meeting Data Quality Act requirements. Section 6.3 of EPA's Information Quality Guidelines indicate that "especially rigorous robustness checks" should be applied in circumstances where quality-related information cannot be disclosed due to confidentiality issues. Where applicable, the Contractor should indicate which results were obtained using the tools (SOPs, checklists, and guidelines) that the Contractor designates as confidential so that the EPA WACOR can easily identify the areas that will require rigorous robustness checks and document that those checks have been performed. At the discretion of the EPA WACOR, the Contractor may be requested to prepare pre-dissemination review checklist as described in Section 5.5 of the Office of Water Quality Management Plan, February 2009. If this is required, the EPA WACOR will notify the Contractor through written technical direction.

Additional QA Documentation Required

In addition to the QAPP requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this work assignment must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. For example, a Cost Study Report must include a clear discussion of the quality management strategies that were employed to control and document the quality of data generated and used. Specific requirements may include a sensitivity analysis of estimated costs, an identification of cost drivers, identification of where costs are likely overstated or understated, and the extent to which data limitations preclude EPA from making more refined cost estimates.

The contractor also shall provide EPA with quarterly reports of QA activities performed during implementation of this work assignment. These QA reports shall identify QA activities performed to support implementation of this work assignment, problems encountered, deviations from the QAPP, and

corrective actions taken. If desired, the contractor may include this as a part of the contract-required financial/technical progress report.

Deliverables and schedule for QA Tasks

- At this time, the existing approved QAPP for WA 5-19 is expected to cover all the work in this work assignment.
- QA Plan Addendum: As revisions are determined to be necessary by the EPA WACOR, an addendum to the existing QAPP shall be submitted within 10 days after submittal of the Contractor's work plan. To ensure consistency between the QA Tasks in this work assignment and QA Tasks associated with pre-existing data, models, and analysis, the contractor may use QA Plan and/or QAPP elements from previously approved QA Plans or QAPPs.
- If required by EPA WACOR, the Contractor will revise the QA plan within 7 days of receipt of comments from the EPA WACOR (for a QAPP with minor revisions) or within 10 days of receipt of comments from the EPA WACOR (for a QAPP with major revisions), unless otherwise directed by the EPA WACOR

Task 2: Workplan, Cost Estimate, and Program Management

The contractor shall provide a work plan that describes the support that will be provided; identifies deliverables; and identifies potential problems that may arise in completing this work assignment on schedule and within budget. The work plan shall describe the necessary steps for each task; list of the personnel projected to participate; direct and indirect costs such as labor, travel, and sampling supplies; and estimated hours to complete this work assignment.

The contractor shall prepare and submit electronic monthly progress reports to the EPA WACOR and CL-COR. This progress report will document the costs incurred and work performed during the previous accounting period, and the work planned for the current accounting period. The contractor shall provide overall work assignment management and interface with the EPA WACOR as needed, but at a minimum will hold biweekly conference calls with the EPA WACOR. The contractor shall inform the CL-COR and WACOR in writing when 50%, 75%, and 90% of the allocated hours or dollars have been expended.

The uncertainties involved in the effort including litigation support are of such magnitude that there is no reasonable expectation that the contractor can estimate the level of effort required by the tasks, objectives, or outcomes of the requirement. Therefore, for the purpose of developing this work plan, the contractor may assume the following hours by Task.

Task 1: Data Quality Assurance Administration	4
Task 2: Workplan, Cost Estimate, and Program Management	4
Task 3: Data Management	0
Task 4: Litigation support	0
Task 5: Implementation support and training	8
Task 6: ESA specific implementation support	28
Task 7: General support of permitting	0
Task 8: DOD specific permit support	0
Task 9: Region specific implementation and permit support	0
Task 10: Record management	2
Task 11: CBI Procedures	4

Task 3 – Data Management (See Contract PWS 1.3, 3.11, and 3.16)

Screener and detailed questionnaires were developed and administered by EPA and its respective contractors to collect baseline design, operational, and environmental data and other information to facilitate regulatory development efforts. The contractor shall maintain a database including: (1) final costs and technology assignments as presented in the final rule; (2) costs for retrofitting the existing cooling water intake structure with one or more best performing technologies; (3) technology capital costs, costs associated with facility down times during installation, annual operation and maintenance costs, pilot study costs, biological studies, compliance monitoring, and any other costs. This task includes management of input files to EPA's cost tools and calculators, including the Master Database based on the questionnaires, performance databases, permit status tracking spreadsheets, studies related to the performance standards, and other similar databases. Under this task, the contractor shall maintain the integrity and version control of the Master Database which contains all of the questionnaire engineering/technical data. A copy of the post-promulgation version of the database, as identified as the version of the database as of the existing facilities rule signature date of May 19, 2014, shall be maintained separately and without any further revisions. The contractor shall update and revise a duplicate copy of the Master Database as necessary to reflect new information or corrections to information in the database that have been received after May 19, 2014. The Master Database shall be maintained in an electronic format that allows it to be used with the cost tools, implementation calculators developed under this work assignment, and any costs or reductions estimates previously developed under Work Assignment 4-19 or 3-19, tasks 2 and 3, respectively.

All additional information collection activities must be performed in accordance with applicable Paperwork Reduction Act requirements as administered by the Office of Management and Budget (OMB).

Task 4 - Litigation Support (PWS 1.3 and 4.4)

This task includes administrative index assembly, record searches, review of EPA response to comment essays, and other searching and analysis related to litigation of the CWA section 316(b) rule. Note that litigation support tasks related to permitting falls under Tasks 7, 8, and/or 9. This task may also include technical support and permit review for purpose of developing briefings. Under this task, the contractor shall assemble the final docket index as defined and required by the court (Note this item may be different than maintaining the public docket index and the project file index as those deliverables are described in Task 10), shall conduct searches of comments and responses to support Agency legal briefings, and shall retrieve record items in support of Agency litigation. For purposes of the workplan, assume the consolidated existing facilities rule challenge will occur in the Second Court in New York, and will require initiation of EPA legal briefs and preparations in early 2016.

Task 5: Implementation support and training (PWS 1.3)

Activities under this task support the development of implementation support documents for permit writers and the regulated industry. This task includes preparation of frequently asked questions, fact sheets, question and answer documents, case studies, cost tools, compliance cost calculators, development of benchmarks and document review processes for internal consistency, and related implementation support activities. This task also includes assistance in the development of a module(s) for the NPDES permit writer training sessions.

Because of the complex nature of the section 316(b) rules, support will be provided to collect, compile, analyze, and present information and data which may be used to develop the technical and scientific basis of draft guidance on energy and manufacturing sector permitting and monitoring. Supplemental memos and supporting documents will be designed to provide permit writers responsible for issuing cooling water intake structures permit requirements with information and data on control strategies, technology performance information, assessment methodologies and tools, water quality concerns, environmental impacts, and sampling techniques. These documents may also provide draft model permit language for facilities with cooling water intake structures. This task may involve non-local travel to workshops and/or conferences to explain the rule and related support documents created under this task. For the purposes of estimating costs, the contractor can assume up to two trips by two people; see the Travel section of this work assignment for more information.

Under this task, information and data shall be collected, compiled, analyzed, and presented in order to support implementing policies related to Phase I, Phase II, and/or III 316(b) facilities. Listings, summaries, analyses, and documentation which the Agency deems necessary for implementing the final regulations will be provided by the EPA WACOR. Such work may include providing supporting information and documentation for briefings, and cost and analytical data analyses.

Task 6: ESA specific implementation support (PWS 1.3)

This task allows for follow on work related to the ecological and bio-statistical aspects of the 316(b) rulemaking, including support of benefits analyses. The contractor may be asked to update and/or modify previously provided engineering and biological support deliverables for the environmental assessment used to determine national impingement and entrainment losses and to quantify benefits. At this time,

EPA does not anticipate significant follow on work related to this aspect of the project. If the need arises, specific tasking will be provided through technical direction from the EPA WACOR.

This task also allows for follow on work related to the EPA memo to States concerning ESA consultation. Such activities may include update to permit status, identification of threatened and endangered species in the vicinity of a facility, and support tasks related to State and Regional administration of the Directors requirements under 125.98(h), such as transmission of permit application materials to Services or the summary of permit status.

Task 7: General support of permitting (PWS 1.3)

The contractor shall provide technical support in 316(a) and/or 316(b) NPDES individual permits development and/or litigation. This effort may involve quick turnaround tasks that require researching and preparing supporting documents in response to court decisions. Permit development activities that incorporate both technology and water quality-based limits typically require the following steps: reviewing NPDES application materials for completeness and accuracy, developing permit limits and conditions, drafting fact sheet, drafting permit, drafting response to comments, drafting technical support memorandums, costing and analyzing available technologies, and preparing administrative record. Permits including 316(a) and 316(b) often also require analysis of engineering and technical feasibility, impingement/entrainment and heat impacts on the waterbody, monitoring programs for aquatic organisms, quantified and qualified benefits and costs; impacts on air resources, impacts on the reliability of energy delivery in the immediate area; remaining useful plant life; and the impacts on water consumption. This task may involve review of biological assessments such as review of monitoring and sampling methods, review of baseline source water characterizations, review of entrainment characterizations, and assessment of impingement mortality optimization studies.

The contractor shall keep track of hours according to facility, allowing EPA to document what is spent on separate facilities. Within 1 week of EPA providing a request, the contractor shall initiate conference call to kick-off project if requested.

Task 8: DOD specific permit support (PWS 1.3)

The contractor shall provide technical support in 316(a) and/or 316(b) NPDES permits development and/or litigation as in Task 7, where all such support is specific to facilities owned or operated by the Department of Defense. This effort may involve quick turnaround tasks that require researching and preparing supporting documents in response to court decisions.

The contractor shall keep track of hours according to facility, allowing EPA to document what is spent on separate facilities. Within 1 week of EPA providing a request, the contractor shall initiate conference call to kick-off project if requested.

Task 9: Region specific implementation and permit support (PWS 1.3)

The contractor shall provide technical support in 316(a) and/or 316(b) NPDES permits development and/or litigation as in Task 7, where the contractor shall provide technical support to specified EPA Regions and States for permit development activities. Permit development activities that incorporate both technology and water quality-based limits typically require the following steps: reviewing NPDES application materials for completeness and accuracy, developing permit limits and conditions, drafting fact sheet, drafting permit, drafting response to comments, drafting technical support memorandums, costing and analyzing available technologies, and preparing administrative record. Permits including 316(a) and 316(b) often also require analysis of engineering and technical feasibility,

impingement/entrainment and heat impacts on the waterbody, monitoring programs for aquatic organisms, quantified and qualified benefits and costs; impacts on air resources, impacts on the reliability of energy delivery in the immediate area; remaining useful plant life; and the impacts on water consumption.

This support shall include the following tasks and deliverables:

A. Reviewing NPDES permit application materials for completeness and accuracy. - Task shall include reviewing the following documents for completeness and accuracy based on Federal or state regulatory requirements and providing technical support. Documents shall include the following: NPDES permit application forms, Source Water Physical Data, Cooling Water Intake Structure Data, Source Water Baseline Biological Characterization Data, Cooling Water System Data, Flow Reduction Information, Velocity Information, Source Waterbody Flow Information, Source Water Biological Study, Evaluation of Potential Cooling Water Intake Structure Effects, Impingement Mortality and/or Entrainment Study, Comprehensive Cost Evaluation Study, Benefits Evaluation Study, Site-Specific Technology Plan, impingement mortality and/or entrainment sampling results, 316(a) and (b) Studies, temperature studies, and other documents submitted similar to those listed above. Within 1 week of EPA providing State or Region's request, the contractor shall initiate conference call to kick-off project if requested.

B. Developing effluent limitations, 316(a) limitations, 316(b) limitations, and other permit conditions. - Task shall include developing permit limits and conditions recommendation for EPA's consideration based on Federal and/or state regulatory requirements and any EPA, Native American Tribe, or state policies/guidance. Where appropriate, permit conditions shall reflect watershed regulatory initiatives such as TMDLs. Within 1 week of EPA providing State or Region's request, the contractor shall initiate conference call to kick-off project if requested.

C. Preparing fact sheet, permit, and technical report/memo - Based on Federal and/or State requirements, either prepare a preliminary fact sheet and permit or a technical report/memo that could be used to support permit limitations and requirements. The documents should present all of the data presented as well as the analyses performed including: facility description, rationale for effluent limits, monitoring requirements, compliance schedules, and special conditions. Within 1 week of EPA providing State or Region's request, the contractor shall initiate conference call to kick-off project if requested.

D. Provide Technical Support in Compiling, Analyzing, and Developing a Response to Comments Document

After review of comments by EPA, the Contractor shall provide support in organizing and compiling comments as requested by the EPA WACOR, this may include comments that do not address 316(a) and (b). The contractor will create response to comment files in a standard format. This includes incorporating responses from several different people/sources into a document with a consistent format, editing responses, cross referencing commenters, creating table of contents, inserting diagrams/tables, and assembling attachments. Additionally, this task shall include researching and preparing draft written responses to 316(a) and/or 316(b) public comments received by the Regions or States. The response should support the permit limits and conditions. The contractor will not address any policy related questions. The Contractor shall coordinate drafting of responses to comments related to 316(a) and (b) upon technical direction from EPA. These comments will be used to support permitting authority in developing 316(a) and/or 316(b) limits/conditions in NPDES permits. Within 1 week of EPA providing State or Region's specific request, the contractor shall initiate conference call to kick-off project if requested.

The contractor shall keep track of hours according to facility, allowing EPA to document what is spent on separate facilities.

Task 10 – Records Management (PWS 1.3 and 4.4)

Under this task, the contractor shall collect, index, and organize record materials received from EPA staff and contractors after promulgation of the existing facilities rule October 2014. This task includes management of the response to comment documentation and database developed under previous WA 3-19. The complete rulemaking index may be a combined index consisting of previous Phase I, Phase II, and Phase III rules, related ICRs such as permitting ICR renewal and the Stated Preference Survey, as well as any notice of data availability (NODA) indices.

The project file index will contain project file-only documents in addition to all draft record index documents. Only those documents that are part of the public docket shall be included in the final record index submitted with the docket. The contractor shall also assist in assembling and managing the electronic docket, following EPA's policy for Section 508 compliance as issued by the Edocket office.

Such work may also include providing supporting information and documentation for briefings, cost and analytical data analyses, and assistance in collecting records responsive to requests made under the Freedom of Information Act (FOIA) (note this does not include actually responding to FOIA requests). Deliverables under this task may require fast-response or quick turnarounds of 24 hours or less.

Task 11 – CBI Procedures (See Contract H.10)

The contractor shall utilize CBI information in accordance with contract requirements and limitations to include using the Office of Science and Technology's (OST), "Office of Science and Technology Confidential Business Information (OST-CBI) Application Security Plan" dated March 2008 or subsequent revisions; the most recent OST plan is included as Attachment A. The contractor shall receive survey response raw data and/or analyses from potentially regulated entities and/or other contractors. As such, the contractor shall adhere to EPA's CBI policy and procedures as described in the contract, "Screening Business Information for Claims of Confidentiality," and "Treatment of Confidential Business Information." All questionnaire and database designs will provide for identification of item-level and questionnaire-level CBI claims. The contractor shall identify and make call backs for missing, incorrect, or inconsistent information in questionnaires consistent with EPA's CBI policies. The contractor shall adhere to any additional written technical direction from the EPA WACOR regarding data security measures or provisions for exchanging information that are deemed necessary to safeguard the integrity of CBI, including restrictions on the transmittal of potential deductible information that is not in itself CBI. All hours expended by the Document Control Officer following the requirements described in the Security Plan for the section 316(b) effort should be assigned to this task.

DELIVERABLES:

Task No.	DELIVERABLE	Schedule
1	1.1: Monthly reports of QA work performed (may be included in the Contractor's monthly progress report.)	1.1: Monthly
2	2.1: Work plan	2.1 In accordance with contract requirements
3	N/A	N/A

Task No.	DELIVERABLE	Schedule
4	N/A	N/A
5	5.1: Summary of all Qs and As received post promulgation	5.1: Within 5 business days of Technical Direction from the EPA WACOR.
6	6.1: Updates and annual summary of state activities and permitting related to ESA, the final rule BiOp, and related activities.	6.1 Within 5 business days of Technical Direction from the EPA WACOR.
7	N/A	N/A
8	N/A	N/A
9	N/A	N/A
10	N/A	N/A
11	N/A	N/A

RECL-CORRTING

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to discuss progress and the possibility of problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the EPA WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as directed by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the EPA WACOR shall be scanned for, and identified as free from viruses.

The contractor shall document receipt of technical direction in its Monthly Progress Report. The contractor shall notify the Contracting Officer upon receipt of any technical direction that it believes will result in an increase to the cost ceiling established for the work assignment.

The contractor shall conduct a bi-annual meeting with the EPA WACOR to review overall project status, which will include a complete review of QA/QC procedures.

TRAVEL

Non-local contractor travel is not anticipated under this Work Assignment.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA WACOR.

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the CL-COR.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 6-19				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-11-009			Contract Period 01/01/2011 To 02/28/2017 Base Option Period Number 6			Title of Work Assignment/SF Site Name Cooling Water Intake Structure				
Contractor TETRA TECH, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 01/01/2017 To 02/28/2017				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
01/01/2011 To 02/28/2017										
This Action:		\$7,795.00		50						
Total:		\$7,795.00		50						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 01/16/2017		Cost/Fee \$7,795.00		LOE: 50						
Cumulative Approved:		Cost/Fee \$7,795.00		LOE: 50						
Work Assignment Manager Name Paul Shriner <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-566-1076				
						FAX Number:				
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				